



Isalathiso: 20200117-3177
Inombolo yefayili: 3/3/2/4/12
Imibuzo: IZiko leeFoni

INGcaciso eMfutshane yeCandelo loLawulo lwaBasebenzi ngoBuchule: 0001/2020

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kumaSekela Balawuli, kuBaphathi beeSekethe, kwiiNtloko zoLawulo noKuphathwa kwamaZiko, kwiiNtloko zoKunika iNkxaso yezeKharityhulam kwiZithili, kwiiNtloko zoKunika iNkxaso kuBafundi kwiZithili, kwiiNqununu nakubo bonke aBasebenzi beNkonzo kaRhulumente

Isihloko: Ukubaluleka kokuba ootitshala nabasebenzi benkonzo karhulumente benze isicelo semvume yokwenza umsebenzi ohlawulelwayo owenziwa ngaphandle kwenkonzo karhulumente (remunerative work outside the public service) (RWOPS) nokuqhuba ushishino nequmrhu likarhulumente

1. Isiqendu 33 soMthetho wezeNgqesho yooTitshala, ka-1998 (uMthetho 76 ka-1998), isiqendu 30(1) soMthetho weNkonzo kaRhulumente, ka-1994, (uMthetho 103 ka-1994) nesiqendu 13(c) seMimiselo yeNkonzo kaRhulumente (*Public Service Regulations*) (PSR), ka-2016, ezipapashwe kwiGazethi kaRhulumente No. 40167 ye-29 Julayi 2016, zazisa bonke abaqeshwa ngembopheleleko yabo yokwenza isicelo semvume esuka kwiNtloko yeSebe (HoD) ukuba banqwenela ukwenza umsebenzi ohlawulelwayo ngaphandle kwenkonzo karhulumente.
2. Abaqeshwa abangekayifuni nangoku imvume yokwenza umsebenzi ohlawulelwayo ngaphandle kwenkonzo karhulumente, kwakunye nabo banenjongo yokwenza umsebenzi ohlawulelwayo ngaphandle kwenkonzo karhulumente, mabangenise ngokukhawuleza izicelo zabo zokwenza umsebenzi ololu hlobo. Iimvume zinikwa ngonyaka-mali ngamnye (nge-01 Apreli ukuya kwi-31 Matshi yonyaka olandelayo) yaye ke ngoko abaqeshwa kufuneka bafake izicelo kwangaphambili qho ngonyaka.
3. Ukufumana imvume, makuzaliswe le fom yesicelo iqhotyoshelweyo (ihlaziyiweyo) ingeniswe kule dilesi ilandelayo:

Head: Education

For attention: Director: Strategic People Management

Western Cape Education Department

Private Bag X9114

Cape Town

8000

OKANYE

Ithunyelwe nge-imeyili apha: RWOPS.Applications@westerncape.gov.za

4. Umhlathi 13(c) weCandelo 1, kwiSahluko 2 seMimiselo yeNkonzo kaRhulumente, ka-2016 (*Public Service Regulations, 2016*), eqale ukusebenza ukususela nge-01 Agasti 2016 ucacisa ukuba umqeshwa:

"akayi kuqhuba ushishino nequmrhu likarhulumente nokuba leliphi na okanye abe ngumlawuli wenkampani karhulumente okanye eyabucala eqhuba ushishino nequmrhu likarhulumente, ngaphandle kokuba umqeshwa ololu hlobo ungumlawuli osesikhundleni wenkampani ekuluhlu lweshedyuli 2 no-3 yoMthetho woLawulo lweMali kaRhulumente (*Public Finance Management Act*)". Lo mqathango unokuguqulwa apho kuyimfuneko (*mutatis mutandis*), usebenze kubaqeshwa abaqeshwe ngokoMthetho weNgqesho yooTitshala, ka-1998 (uMthetho 76 ka-1998).
5. Okusisiphumo kubaqeshwa abangabalawuli benkampani karhulumente okanye inkampani yabucala abaqhuba ishishini nequmrhu likarhulumente kwakucacisiwe kwiNgcaciso eMfutshane yeCandelo loLawulo lwaBasebenzi ngoBuchule (*Strategic People Management*) 0001 ka-2018 yowe-30 kuJanuwari 2018.
6. Abaqeshwa abangabalawuli benkampani karhulumente okanye inkampani yabucala nabasaqhuba ishishini nenkampani karhulumente okanye inkampani yabucala baya kucelwa ukuba bayeke ngoko nangoko ukusebenzela inkampani leyo okanye baqhawule iinkonzo zabo nesebe.
7. Abaqeshwa abaneenkukacha zabo zobuqu ezikwinkampani yabucala kwi*Companies and Intellectual Property Commission's Register* nabangasathathi nxaxheba kumsebenzi ohlawulelwayo ngaphandle kwenkonzo karhulumente, bayacelwa baqinisekise ukuba amagama abo akhutshiwe kwirejista ngokufanelekileyo.
8. Abaqeshwa abanyanzelekileyo ukuchaza uchaphazeleko lwezemali lwabo nababefake isicelo semvume yokuqhuba umsebenzi ohlawulelwayo ngaphandle kwenkonzo karhulumente mabaqinisekise ukuba bagcina irekhodi yeleta ebanika imvume yokwenza umsebenzi ngaphandle kwenkonzo karhulumente khon' ukuze bafake ekhompuyutheni (*upload*) ileta leyo kwisistim yasekhompuyutheni eyi-e*Disclosure system*.
9. Abaqeshwa abanikwa intlawulo eyongezelelweyo liSebe leMfundo leNtshona Koloni (iWCED), abanxulumene, phakathi kwezinye izinto, nabamakishi beemviwo zematriki, abaqeqeshi/abaququzeleli kunye nootitshala abenza imisebenzi yokusuphavyayiza ezihostele, akukho mfuneko yokuba bawuthobeke umyalelo okumhlathi 5 njengoko iintlawulo ezongezelelweyo zigunyaziswa ngokwemigqaliselo yowiso-mthetho esebenzayo.
10. Ukungayithobeli le mimiselo icaciswe kule ngcaciso imfutshane kungakhokelela ekubeni athathelwe amanyathelo oluleko umqeshwa.

11. Kucelwa wazise okukule ngcaciso imfutshane bonke abasebenzi abaphantsi kolawulo lwakho ukuze bakuthathele ingqalelo.

ISAYINWE: NGU-LJ ELY

USEKELA MLAWULI-JIKELELE WEENKONZO ZEZIKO

UMHLA: 2020-01-29

SECTION B: WORKING HOURS (TO BE COMPLETED BY THE APPLICANT)

1. Current working hours of the applicant (per week)

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2. Call/standby duties hours (per week)

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3. Current overtime hours worked (per month)

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SECTION C: APPLICATION FOR OTHER REMUNERATIVE WORK (TO BE COMPLETED BY THE APPLICANT)

1. Please select the category of other remunerative work applying for (tick only one option)

Category of Work (please tick appropriate box)		
Architecture Planning and Surveying		
Building Construction		
Consultancy Work		
Design (Textiles; Graphics)		
Engineering and Mechanical Repairs		
Farming and Breeding		
Fashion Design/Sewing		
Financial Markets		
Fitness Industry (including Gym, Yoga, Pilates, and Karate instructor)		
Health Professionals		
Sub Categories of Health Professionals:	Medical Doctors	
	Nursing and Midwifery Professionals	
	Traditional and Complementary Professionals	
	Paramedical Practitioners	
	Sport Scientists (Physiotherapist, etc.)	
	Veterinarians	
	Other Health Professionals (Psychologists, etc.)	
Hospitality Industry (Including Catering, Baking)		
Import and Export Business		
Information and Communication (including Call Centre/Contact Centers)		
Logistics and Transport (including Shuttle Services, Travel Agency)		

Manufacturing Mining Construction	
Retail and Wholesale Trade	
Sales and Marketing (including Advertising, Public Relations and Promotion, as well as direct marketing of Cosmetics, Jewellery, Health Products))	
Security Industry	
Sports Recreation and Cultural (including Dancer, Musician, Singer)	
Training Research and Development (including Lecturing and Tutor)	
Tavern Owner and Restaurants	
Pastoral Services (Religious Leader, Reverend, Priest, etc.)	
Funeral Parlor	

2. Describe in detail the nature of the work that will be performed

3. Dates for performing the remunerative work

3.1. Planned start date of other remunerative work (Note that permission is only granted for a maximum period of 12 calendar months)

y	y	y	y	m	m	d	d
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3.2. Planned end date of the remunerative work

y	y	y	y	m	m	d	d
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SECTION D: DECLARATION (TO BE COMPLETED BY THE APPLICANT)

I, _____ (full name), hereby confirm that the information supplied in this application form is correct and undertake to assist my department in meeting its service delivery demands, including overtime commitments (if applicable), which includes being on call/standby (when applicable) as scheduled. I acknowledge that my first commitment is to meet the operational objectives of my department.

I confirm that my performance of other remunerative work will in no way interfere with my commitments to my department.

I confirm that my performance of other remunerative work will not take place during the hours I am required for duties as agreed in my employment contract.

I confirm that I will not use any state resources for the purpose of performing other remunerative work.

I accept that I shall not conduct business with any organ of the state, either in person or as part of an entity (including non-profit organisations).

I accept that permission to perform other remunerative work is only granted for the time agreed upon (and reflected on the certificate of approval), and that it only applies to the services/types of remunerative work as indicated in this application form.

I accept that, should I wish to continue with such remunerative work, I must submit a new application at least 30 days before expiry.

I accept that non-compliance with any of the conditions, monitoring or control measures pertaining to other remunerative work may lead to disciplinary action and that the sanction imposed includes forfeiture of remuneration and/or benefits gained.

I accept that the normal policies and measures governing discipline also apply in terms of non-compliance with the other remunerative work policy and measures.

I agree to abide by any control measures applicable to the other remunerative work system, including that it may be required of me to sign in and out each time I enter or exit the institution where I perform my basic or overtime duties. I agree to attach the certificate of approval when disclosing my financial interests, if applicable.

I acknowledge that the Executive Authority or delegated authority can, at any time, terminate my authorisation to perform other remunerative work, based on a change in operational requirements and/or poor performance on my part.

Signature of Applicant: _____

Designation: _____

Date:

y	y	y	y	m	m	d	d
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After completing the form and signing the above (sections A-D), please present it to the Ethics Officer for further administrative processing and submission to the Executive Authority/Delegated Official.

SECTION E: RECOMMENDATIONS (TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR)

1. Recommendation by Supervisor

1.1. Application is Supported/Not supported

1.2. Motivation for recommendation/reasons for not supporting

Signature of Supervisor: _____

Designation: _____

Date:

y	y	y	y	m	m	d	d
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SECTION F: RECOMMENDATIONS (TO BE COMPLETED BY THE ETHICS OFFICER)

1. Application is supported/not supported

2. Motivation for recommendation

If not supported please state reason(s):

Reason(s)	Tick
Conflict of interest	
Organisational requirements (work load)	
Impacting negatively on the employee's performance	
Contravening provisions in the Code of Conduct	
Involving the use of State resources to perform other remunerative work (including telephone, fax, email, etc.)	
Prevents the employee from placing their time at the disposal of the State	

Signature of Ethics Officer: _____

Designation: _____

Date:

y	y	y	y	m	m	d	d
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SECTION G: APPROVAL (TO BE COMPLETED BY THE EXECUTIVE AUTHORITY OR DELEGATED AUTHORITY)

1. Application is Approved/Not approved
2. Comments

Signature of Executive Authority/Delegated Official: _____

Date:

y	y	y	y	m	m	d	d
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